Coordinator, Community Standards and Assessment

Department: Office of Student Conduct/University Housing
Recruitment #: S1612
Closing Date: Review of applications begins March 9, 2016. Position open until filled.

This is a full-time, 12-month, annually renewable, unclassified position in the Office of University Housing at Western Oregon University in Monmouth. The Office of Student Conduct helps to create a fair and just university community and supports the mission of the university through education of students about appropriate conduct and by fostering a community in which academic success can occur. The purpose of University Housing at Western Oregon University is to house students, primarily first year students, in campus housing.

MINIMUM QUALIFICATIONS

- Master’s degree in college student services administration, or related field
- Minimum of 2 years managing student conduct cases as a Resident Director, Area Coordinator, or case manager in a student conduct office
- Demonstrated proficiency with a student conduct software/database systems (i.e. Odyssey, Maxient, Symplicity/Advocate, etc.)
- Skill in establishing effective working relationships with students, staff of all levels, faculty, academic personnel, and community organizations
- Excellent communication skills
- Demonstrated writing, presentation, and organizational skills with the ability to execute attention to detail
- Demonstrated ability to perform statistical analysis
- CITI Certification (must be completed with six months of hire date)

Preferred Qualifications:

- Bilingual speaking and writing skills (Spanish/English or English/ASL)
- Experience working with a diverse group of people
- Experiences with developing relationships with university community members
- Designing and delivering workshops/programs

DUTIES AND RESPONSIBILITIES

- Assist the Dean with the overall administration of the student conduct program
- Serve as primary conduct officer for incidents involving off campus students, academic misconduct reports, and Title IX investigations.
- Serve as Deputy Title IX officer for WOU
- Coordinate assessment for Student Conduct and University Housing using CampusLabs and other assessment tools
- Advise on assessment data and its impact on Student Conduct and University Housing Learning Outcomes
- Assist with preventative education programming
- Assist the Dean with the selection, training and advising of Student Conduct Committee.
- Coordinate selection and training of University Housing Residential Conduct Board members.
- Assist with administrative support for summer conferences (June-August).

TO APPLY SUBMIT THE FOLLOWING (PDF preferred):

1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
2) Letter of application
3) Resume
4) Contact information for three references
5) Unofficial copy of transcript for highest degree earned

Send to: S1612, Coordinator, Community Standards & Assessment, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

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